

## Swan School Policy - Charging and Remissions

Aims:	<ul style="list-style-type: none"> <li>To provide free education for all students in compliance with the relevant regulatory requirements.</li> <li>To supplement the core teaching activity with a broad variety of learning experiences.</li> <li>To ensure that all students are given the opportunity to benefit from such learning experiences and are not restricted on financial grounds.</li> <li>To provide the basis for requesting a fair level of charges where appropriate to cover the costs of specific activities or trips/visits.</li> </ul>
Targets/ Outcomes	<ul style="list-style-type: none"> <li>To provide access to a broad and rich learning experience for all students regardless of their family's financial circumstances.</li> <li>To receive a contribution towards the cost of providing non-core activities where appropriate from those families who are able.</li> <li>Utilising parental contributions received to maximise the range of learning experiences on offer to the students.</li> <li>Parents will be advised of charges for ad hoc trips and visits as they occur.</li> <li>Parents who receive income support will be eligible for exemption from charges where reasonable, as determined by the headteacher.</li> <li>Parents are not obliged to contribute to specific activities, but should be aware that on occasions, such events may have to be cancelled if they are not financially viable.</li> <li>The basis for any charges levied will be clear and transparent.</li> <li>The school will not seek to generate a profit from such learning related activities.</li> </ul>
Definition	<ul style="list-style-type: none"> <li>Charging and Remissions is the process whereby the school states the way in which it will deal with the cost of providing supplemental learning activities which fall outside of the core legal requirement.</li> </ul>
<b>Roles and Responsibilities:</b>	
Students will:	<ul style="list-style-type: none"> <li>Be encouraged to participate in a variety of realistic additional learning experiences, irrespective of their families' ability to meet the financial cost.</li> </ul>
All staff will:	<ul style="list-style-type: none"> <li>Actively seek to provide and support a range of additional learning experiences to all of their students.</li> <li>Consider the needs of disadvantaged pupils when planning educational visits and enrichment activities.</li> <li>Communicate the contribution required to participate in such programmes and manage the collection of parental contributions.</li> <li>Ensure that students and their parents/carers are aware of financial support available if they are not able to meet the financial cost of an activity.</li> <li>Deal sensitively with parents who may not wish to pay or be able to pay for trips or activities.</li> <li>Based upon the level of charges and remissions, determine whether the activity in question is able to proceed.</li> </ul>
Parents will:	<ul style="list-style-type: none"> <li>Be aware of and adhere to the statement of standard charges that is provided to them.</li> <li>Inform the school promptly if they are unable or do not wish to contribute to a trip or event. In the case of family hardship, parents may apply in confidence to the headteacher for exemption.</li> <li>Support the school in looking to provide an appropriate level of experiences for their children, understanding that some events must be financially viable to proceed.</li> </ul>
SLT will:	<ul style="list-style-type: none"> <li>Promote an inclusive ethos across the school where students are encouraged to be involved in a range of learning activities, regardless of their family's financial circumstances.</li> <li>The headteacher will consider cases of family hardship.</li> </ul>
Related Docs:	<b>Home-School Agreements, Statement of Charges</b>

Monitoring Date:	Monitored By:	Full Review Due:	Review By:
June 2018	Resourcing SubCommittee	June 2019	Staff, students, parents, Governors